

**FORM HHS-355A, EMPLOYMENT AGREEMENT FOR
TRANSFERS AND APPOINTMENTS OVERSEAS**

**DEPARTMENT OF HEALTH AND HUMAN SERVICES
EMPLOYMENT AGREEMENT FOR TRANSFERS AND APPOINTMENTS OVERSEAS***
(Authority: Title 5, United States Code 5722, 5724(d), and 5728)

Employment appointed or transferred to overseas positions may be authorized payment of travel expenses for themselves and transportation of their immediate families and their household goods and personal effects from the place of actual residence at times of appointment or transfer to the place of employment outside the 48 States and the District of Columbia. (See HHS Personnel Manual Instruction 301.1) In addition, employees may be authorized round trip travel for leave for themselves and transportation of their immediate families, but not shipment of their household effects, from a post of duty outside the 48 States and the District of Columbia, to the place of actual residence at time of appointment or transfer to the post of duty. These expenses may be authorized, however, only after the appointee, or transferee, has signed an agreement as set forth below:

(1) Type of Agreement:

- (a) ☐ appointment or ☐ transfer to permanent duty station outside the 48 States and the District of Columbia.
- (b) ☐ renewal agreement incident to round trip travel for purpose of taking leave between consecutive tours of duty.
- (c) ☐ appointment of U.S. citizen recruited overseas who is eligible for return transportation to place of residence upon separation.

(2) Name *(last, first, middle initial)*

(3) Place of Actual Residence at time of Appointment or
Transfer *(City and State)*

(4) I hereby understand and agree that:

- (a) I will remain in the Government service for a period of _____ months from the date I report to duty at the overseas permanent duty station, such post of duty being _____ unless separated reasons beyond my control and acceptable to the Department of Health and Human Services.
- (b) If, separation occurs during the first 12 months of my agreed period of service, I will reimburse the Department for all expenses for travel and transportation furnished under this agreement unless the Department finds that such separation for reasons beyond my control and acceptable to it.
- (c) I will not be eligible for return travel and transportation at Government expense for myself, my dependents, and household effects, to my place of actual residence stated above for purpose of separation unless I have completed the prescribed period of service in this agreement, or have been separated for reasons beyond my control and acceptable to the Department.

(5) Signature of Employee

Date Signed

(6) Date reported for Duty:

(This date must be recorded on the official personnel folder file copy by the personnel office.)

(7) Distribution of Copies: 1 original – Office Personnel Folder
1 copy – Employee

**DIGEST OF TRAVEL ALLOWANCES FOR
TRANSFERS AND APPOINTMENTS OVERSEAS***
(For more detailed information, see *HHS Travel Manual*)

ALLOWANCES AND REQUIREMENTS	NEW APPOINTMENT TO OVERSEAS OFFICIAL STATION	TRANSFER		RETURN TO PLACE OF RESIDENCE FOR	
		FROM CONTINENTAL U.S. TO OVERSEAS OFFICIAL STATION	BETWEEN OVERSEAS OFFICIAL STATIONS	LEAVE	SEPARATION
Employment Agreement.....	Yes ¹	Yes ¹	Yes ¹	Yes ⁴	Yes ²
Travel of Employee and Dependents.....	Yes	Yes	Yes	Yes	Yes ²
Per Diem for Employee.....	Yes	Yes	Yes	Yes	Yes ²
Per Diem for Dependents.....	No	Yes	Yes	No	No
House-hunting Travel.....	No	No	No	No	No
Temporary Quarters Allowance.....	No	No ⁵	No ⁶	No	No
Miscellaneous Expense Allowance.....	No	Yes	Yes	No	No
Residence Transactions Expenses.....	No	No ⁵	No ⁶	No	No
Shipment and Temporary Storage of Household Effects.....	Yes	Yes	Yes	No	Yes ²
Non-temporary Storage of Household Effects.....	Yes	Yes	Yes	No ³	No

¹ Employee must sign agreement before the Department may pay expenses.

² Subject to compliance with agreement.

³ Except, continuation of non-temporary storage may be authorized for duration of new tour duty. Non-temporary storage is arranged by the Government.

⁴ Subject to signing renewal agreement.

⁵ Except, when the overseas area is a U.S. Territory or possession.

⁶ Except, between U.S. Territories or possessions.

*For similar list of allowances governing return travel and transportation involving a transfer from overseas official stations to the Continental United States, see Form HHS-355.